

PRICING AND POLICY INFORMATION FOR:



3740 Old Lee Highway, Fairfax, VA, 22030

Fax: 703-246-6321

<http://www.fairfaxva.gov/CommCenter/Reservation.asp>

Having opened in the City of Fairfax in February 2011, the centrally located Stacy C. Sherwood Community Center provides the ideal environment for wedding receptions, parties, meetings, or your own unique event. Elegantly designed, the 5,000 square foot Performance Space displays beautiful, multicolored wood flooring, floor to ceiling windows, chandeliers, as well as an arched ceiling peaking at 14 feet. The space can accommodate events hosting up to 400 people banquet style or up to 500 people auditorium style. There is also a locking divider with doors which can separate the space into two separate rooms. In addition, the Performance Space offers a spectacularly innovative and extremely flexible audio-visual system that can be utilized for additional charges. This technology includes projectors, projection screens, a Blu-Ray DVD Player, Cox Cable, microphones, specialized lighting, and wireless internet access. The speakers and projectors are compatible with most laptops, ipods, smart phones, ipads, and assisted listening devices, affording you a variety of ways to display your audio-visual presentations. A well positioned Caterer's Corner is available to accommodate events in the Performance Space for an additional charge.

Complementing the spacious Performance Space are three classroom-sized rooms; the 724 square foot Activity Room, the 906 square foot Art Room, and the 1,061 square foot Rehearsal Space. These rooms are perfect for birthday parties, small meetings, or dinners. The Rehearsal Space extends the same audio-visual flexibility as the Performance Space.

The City is also proud to boast about two beautiful Steinway pianos; a Conservatory Grand piano in the Performance Space and a Boston Performance upright in the Rehearsal Space, thus designating the center as a prestigious "Steinway Venue."

In conjunction with the Stacy C. Sherwood Community Center, the scenic Van Dyck Park provides a beautiful backdrop and can add an outdoor element to your event. Scattered throughout the park are trails and playgrounds, creating great opportunities for a relaxing stroll amid Mother Nature.

<u>Guest Limit</u>	<u>W/Chairs and Tables</u>	<u>W/Chairs Only</u>
Full Performance Space	400	500
Half Performance Space	200	250
Rehearsal Space	60	71
Full Activity Room	40	49
Half Activity Room	15	20
Art Room	60	61

<u>Customer Rates</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Full Performance Space	\$200/hr (2 hr min)	\$750/hr (5 hr min)
Half Performance Space	\$120/hr (2 hr min)	\$400/hr (5 hr min)
Rehearsal Space	\$50/hr (1 hr min)	\$75/hr (2 hr min)
Full Activity Room	\$45/hr (1 hr min)	\$55/hr (2 hr min)
Half Activity Room	\$25/hr (1 hr min)	\$30/hr (2 hr min)
Art Room	\$45/hr (1 hr min)	\$55/hr (2 hr min)
Caterer's Corner	\$50 (one time charge)	\$50 (one time charge)
Entire Center	N/A	\$850/hr (5 hr min)

**City staff will set up tables, chairs, and a/v prior to event. However, customer must include any time they may need to set up or clean up in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. Renting of Half Activity Room is only allowed during operating hours (M-F 8:30a-8p and Saturday 9a-4p). The Caterer's Corner is only available to those who rent the Performance Space and will be booked on a first come-first served basis. The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted.*

<u>Security Deposits</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Full Performance Space	\$250	\$450
Half Performance Space	\$250	\$450
Rehearsal Space	\$50	\$50
Full Activity Room	\$50	\$50
Half Activity Room	\$50	\$50
Art Room	\$50	\$50
Entire Center	N/A	\$450

** Security Deposit is returnable upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, time overages, or violation of the agreement will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. Security deposit is refunded to individual/company/organization represented on the contract. If deposit has been paid for by a check, the check reimbursement will take 4-6 weeks and will be sent to the payer's address on the agreement.*

<u>Complimentary Equipment</u>	<u># Available</u>
5'6" Round Tables (seats up to 10)	40
3' Round Tables (seats up to 4)	12
3' Round Cocktail Tables	6
6' x 2'6" Rectangular Tables (seats 3 on each side, 1 on each end)	30
6' x 2'6" Rectangular Kiddie Tables (seats 4 on each side, 1 on each end)	4
8' x 3' Rectangular Tables w/Wheels (used for food and beverage)	4
Banquet Style Chairs (gray)	420
Mesh Folding Chairs (black)	100
Kiddie Chairs (red)	24
Bar Mats	4

**Round table measurements are listed by diameter. Availability of equipment is also dependent on other programs or events that may be taking place at the same time as your event. The City of Fairfax's equipment must remain inside (we allow the 3' Round Cocktail Tables to be used on the patio area ONLY). Any tables, chairs, etc. needed for outside must be rented through an independent vendor.*

<u>A La Carte Equipment (Performance Space Only)</u>	<u>#Available</u>	<u>Cost</u>
Conservatory Grand Piano Tuned	1	\$225
Conservatory Grand Piano Without Tuning	1	\$75
Ceiling Projector (Side A)	1	\$175
Ceiling Projection Screen (Side A)	1	\$50
Ceiling Projector and Projection Screen (Side A)	1	\$200
Ceiling Projector (Side B)	1	\$175
Ceiling Projection Screen (Side B)	1	\$50
Ceiling Projector and Projection Screen (Side B)	1	\$200
Handheld Wireless Microphone	2	\$25 each
Lapel Microphone	2	\$25 each
Audio Jack Socket (Side A)	1	\$20
Audio Jack Socket (Side B)	1	\$20
Specialized Lighting (Standard Setup)	1	\$100
Overflow A/V	1	\$100

**Ceiling projectors are connected to a Blu-ray DVD player and are compatible with most laptops, ipods, smart phones, and ipads. HDMI to VGA converters kept on site. Blu-ray DVD player is complimentary with rental of projector. Piano remains in room. Overflow A/V allows for images and audio being played in the Performance Space to be simultaneously duplicated in the Rehearsal Space.*

<u>A La Carte Equipment (Rehearsal Space Only)</u>	<u>#Available</u>	<u>Cost</u>
Boston Upright Piano Tuned	1	\$225
Boston Upright Piano Without Tuning	1	\$75
Ceiling Projector	1	\$175
Ceiling Projection Screen	1	\$50
Ceiling Projector and Projection Screen	1	\$200
Handheld Wireless Microphone	1	\$25
Lapel Microphone	1	\$25
Audio Jack Socket	1	\$20
CD Player	1	\$20

**Ceiling projector is connected to a Blu-ray DVD player and is compatible with most laptops, ipods, smart phones, and ipads. HDMI to VGA converters kept on site. Blu-ray DVD player is complimentary with rental of projector. Piano remains in room.*

<u>Other A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
Section of Stage (4' x 8')	12	\$40 each
Portable Projector	2	\$175 each
Portable Projection Screen	1	\$50
Portable Projector and Projection Screen	1	\$200
Laptop (1 HDMI, 1 VGA)	2	\$20 each
Executive Podium	2	\$60 each
Amplified Podium with Microphone	1	\$75
Table Top Podium with Microphone	1	\$45
Flat Screen TV in Foyer	1	\$25
Easel	6	\$10 each
Whiteboard Easel	4	\$10 each
Tablecloth (Gold or White)	Plenty	\$12 each
Coffee Urn (Makes up to 55 Cups)	4	\$25 each
Stanchion Set (2 Chrome Posts with 8' Red Rope)	8 sets	\$10 per set
Red Carpet (10' x 20')	2	\$30 each
Early Drop Off Fee for Rental Items	N/A	\$50

(Drop-off must be scheduled the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli. Drop off items must fit in Caterer's Corner with the exception of a vendor delivery. Drop off may not last more than an hour. No setup may be done during drop off.)

<u>Cancellation Processing Fee</u>	<u>60+ Days Prior To Event</u>	<u>Within 60 Days of Event</u>
Full Performance Space	\$100	No Refund
Half Performance Space	\$100	No Refund
Rehearsal Space	\$50	No Refund
Full Activity Room	\$50	No Refund
Half Activity Room	\$50	No Refund
Art Room	\$50	No Refund

Rental Hours **Mon-Sun/ Holidays**

All Rooms 7 a.m. – 2 a.m.

**1:00 a.m. – 2:00 a.m. may be used for cleanup only. Event must end by 1:00 a.m. Facility is closed on Christmas and Thanksgiving.*

<u>Operation Hours</u>	<u>Mon-Fri</u>	<u>Sat</u>	<u>Sun/Government Holidays</u>
All Rooms	8:30 a.m. – 8 p.m.	9 a.m. – 4 p.m.	Closed

Discounts

City Operated Functions - Free if City Endorsed

Civic Associations, City Service Groups, City Boards and Commissions - (Minimum two hours, reservations can only be made up to six weeks prior to event)

For recognized City civic associations, service groups and boards and commissions, as referenced in the Cost Recovery Report of 2011, the following usage is allowed: 3 non-peak uses (Monday-Friday) and 1 peak use (Saturday- Sunday) per calendar year for \$25 per hour. Once usage runs out, customer rate applies. There is no security deposit for these groups. All a la carte items are charged at the customer rate.

City Resident and City Business - \$200 discount off the final balance for the rental of Half the Performance Space or the Full Performance Space during peak hours only (customer rate only).

**To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City at the time of the signing of the reservation agreement and at the time of the event. 2) Person whose name is on application resides within the City at the time of signing the reservation agreement and at the time of the event.*

Procedures and Restrictions

Appointments: If you wish to view this facility for a potential rental please call or e-mail: Brianne Baglini- 703-385-1703, Brianne.baglini@fairfaxva.gov Or Kaveh Tajalli- 703-293-7119, Kaveh.tajalli@fairfaxva.gov

Modification: City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.

Reservations: Reservations will be accepted on a first-come, first served basis; applications will be reviewed and the City reserves the right to cancel reservations if reservation agreement circumstances change or for a reasonable cause. All fees are due 60 days prior to the scheduled rental. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Rentals are taken up to 2 years in advance (exception civic associations, City service groups, City boards and commissions which are only allowed to book 6 weeks prior to the event). Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.

Security Deposit: Security Deposit is returnable upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, time overages, or violation of the agreement, will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. Security deposit is refunded to individual/company/organization represented on the contract.

Setup & Clean-up: The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – NO EXCEPTIONS. Last minute additions may not be able to be accommodated. User or user's caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. Plastic sheeting or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User or user's caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles provided by the City.

Arrival at the Hall: Facility management must be informed of the arrival time of the first guest/vendor. Allow enough time for caterer to set up and clean up when establishing rental time. Your contracted time is the time you will be allowed access to the room(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period. Hallways and Gallery must be kept clear of people and obstructions.

Personnel: The City will provide staff to monitor rental events.

Alcohol: Alcohol may be served under the following conditions: 1) If private affair – no permit required. 2) If open to public, permit must be procured through the Alcoholic Beverage Control Board. 3) If you have a cash bar, permit must be procured through the Alcoholic Beverage Control Board. 4) Alcohol is not permitted outside with the exception of the enclosed patio area. <http://www.abc.virginia.gov/enforce/forms/banquet.pdf>

Caterer's Corner: The Caterer's Corner is only available to those who rent the Performance Space and will be booked on a first come-first served basis. The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted. Classroom renters may rent the Caterer's Corner 48 hours prior to their event if it has not been claimed by a Performance Space renter.

Restroom Facilities: The Sherwood Community Center has ADA compliant restrooms.

Shared Space: Areas such as the patio, gallery, hallways, pergola, parking lot and bathrooms are considered to be shared space among all rentals.

Open Flames: User must seek approval prior to the event for the use of burning candles, chafing dishes, and other similar open flame sources. Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted.

Smoking: Smoking is not permitted inside the building, but is permitted outside the building and on the grounds. Users must use ash urns provided on site.

Doors: All doors leading to the outside are NOT to be propped open as this creates issues with temperature/humidity as well as bugs.

Decorations: No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls or any other surface of the building inside or out. No birdseed, rice, confetti, real flower petals, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Failure to abide by these regulations will result in loss of security deposit.

DJ's and Bands: DJ's and bands are permitted in the Performance Space ONLY. DJ's and bands are NOT permitted in the Activity Room, Art Room, or Rehearsal Space.

Piano: The pianos are to be moved ONLY by the Facility Management Individual present. Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paper clips, or similar metal objects come in contact with the pianos. The pianos shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos. The individual signing the contract will be liable for any damage to the pianos.

Art Work: The art work in the halls, classrooms, and Performance Space remains up during ALL events and cannot be covered.

Fire Code: Failure to comply with the fire code capacity in each room will result in immediate termination of the event and forfeiture of fee and security deposit.

Damages: User is responsible for all damages to the property and equipment. The City and the user will review the buildings with groups prior to and after use to determine conditions and any potential damage charges. Damages will be deducted from the security deposit.

Liability/Injuries: User is responsible for all injuries to guests. The City reserves the right to require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000 with coverage to cover the sale or serving of alcoholic beverages. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of the Sherwood Community Center, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties.

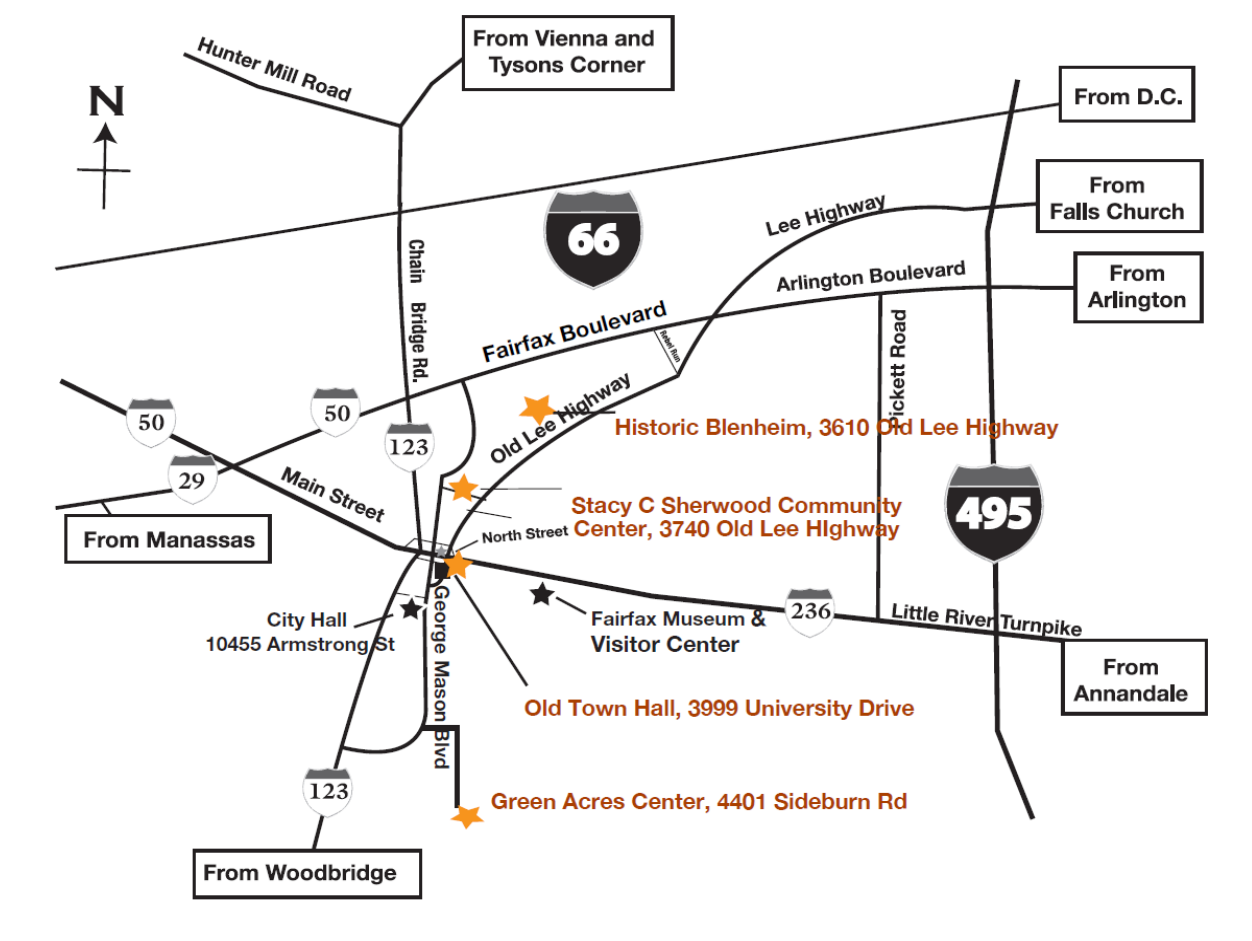
www.ebi-ins.com/tulip

Violation of Law: Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

Failure to Comply: Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit.

Inclement Weather/Conditions: The City of Fairfax will do everything in its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question in order to open for the rental. In these instances, renters will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.

Cancellations: A full refund minus a processing fee will be made if cancellation is made 60 or more days prior to the use date. No refund will be given if cancelled within the 60 days with the exception of the security deposit.



For a list of nearby restaurants and eateries, please visit <http://www.visitfairfax.com/category/restaurants/>.

Stacy C. Sherwood Community Center



Stacy C. Sherwood Community Center
3740 Old Lee Highway, Fairfax, Virginia



www.FairfaxVA.gov

Stacy C. Sherwood Community Center Reservation Agreement

Applicant's Name:		E-mail:	
Address (Street, City, State, Zip):			
Telephone #:		(H)	(W) (C)
Name(s) of person(s) who will be responsible throughout the event (<i>if wedding/reception, someone other than the bride or groom to complete walk through</i>):			
(1)		(2)	(3)
Name(s) of person(s) who will be authorized to make changes or additions to the contract:			
(1)		(2)	(3)
Additional contact information (<i>must be someone other than applicant</i>):			
Activity:		Date of use:	
Room/s Requested:			
Hours of Use:		From:	To: am/pm
<i>*Customers must include any time they may need to setup or cleanup in their reservation hours. Renters and their guests will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc.</i>			
Maximum # of people that will be in attendance at any one time (<i>please see policies and conditions</i>):			
Will food be served?	Will alcohol be served?	Will alcohol be sold?	Is the activity intended to be a fund-raising venture?
Yes / No	Yes / No	Yes / No	Yes / No
Is the activity open to the public?: Yes / No			
If yes to the preceding question, is any charge (<i>including but not limited to the bar, door and cover charge</i>) going to be levied?: Yes / No			
If yes, explain:			
Caterer's Name:		Caterer's Telephone #:	
(Will need 2 weeks prior to event)		(Will need 2 weeks prior to event)	
What special equipment will your caterer bring?			
The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.			
COURT ENFORCEMENT			
The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Stacy C. Sherwood Community Center including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.			
PAYMENT AND RESERVATION			
This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed. Full payment is due 60 days prior to the rental date. I have read this agreement and the Policies and Conditions included with this form (<i>pages 5-6</i>) and agree to abide by their terms. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by renters.			
SIGNATURE:		DATE:	
A Conservatory grand piano is available for rental in the Performance Space and a Boston upright in the Rehearsal Space for an additional fee. The pianos are to be moved ONLY by the facility management individual present at SCSCC (i.e. member of City of Fairfax Parks and Recreation Department). Nothing may be placed on any surface of the pianos except music scores. If music is not in its original cover, care must be used that no staples, paperclips, or similar metal objects come in contact with the pianos. The pianos shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos. The individual signing this agreement will be liable for any damage to the pianos. I have read the conditions related to the use of the pianos and agree to abide by their terms.			
APPLICANT'S INITIALS:		DATE:	
Make checks payable to "City of Fairfax." Or if paying by credit card, complete the following:			
Credit Card #:	Expiration Date:		Security Code:
Name of Card Holder (Please Print):	Signature of Card Holder:		
Address of Card Holder:	E-mail of Card Holder:		
Phone Number of Card Holder:			

A La Carte Menu

Please check all that apply and mark the amount that is needed.

✓	<u>A La Carte Equipment (Performance Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Baby Grand Piano Tuned	1	\$225
	Baby Grand Piano without Tuning	1	\$75
	Ceiling Projector (Side A)	1	\$175
	Ceiling Projection Screen (Side A)	1	\$50
	Ceiling Projector and Projection Screen (Side A)	1	\$200
	Ceiling Projector (Side B)	1	\$175
	Ceiling Projection Screen (Side B)	1	\$50
	Ceiling Projector and Projection Screen (Side B)	1	\$200
	Handheld Wireless Microphone	2	\$25 each
	Lapel Microphone	2	\$25 each
	Audio Jack Socket (Side A)	1	\$20
	Audio Jack Socket (Side B)	1	\$20
	Overflow A/V	1	\$100
	Specialized Lighting (Standard Setup)	1	\$100
✓	<u>A La Carte Equipment (Rehearsal Space Only)</u>	<u>#Available</u>	<u>Cost</u>
	Boston Upright Piano Tuned	1	\$225
	Boston Upright Piano without Tuning	1	\$75
	Ceiling Projector	1	\$175
	Ceiling Projection Screen	1	\$50
	Ceiling Projector and Projection Screen	1	\$200
	Handheld Wireless Microphone	1	\$25
	Lapel Microphone	1	\$25
	Audio Jack Socket	1	\$20
	CD Player	1	\$20
✓	<u>Other A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Section of Stage (4' x 8')	12	\$40 each
	Portable Projector	2	\$175 each
	Portable Projection Screen	1	\$50
	Portable Projector and Projection Screen	1	\$200
	Laptop (1 HDMI, 1 VGA)	2	\$20 each
	Executive Podium	2	\$60 each
	Amplified Podium with Microphone	1	\$75
	Tabletop Podium with Microphone	1	\$45
	Flat Screen TV in Foyer	1	\$25
	Easel	6	\$10 each
	Whiteboard Easel	4	\$10 each
	Tablecloth (Gold)	Plenty	\$12 each
	Tablecloth (White)	Plenty	\$12 each
	Coffee Urn (Makes up to 55 Cups)	4	\$25 each
	Stanchion Set (2 Chrome Posts with 8' Rope)	8 sets	\$10 per set
	Red Carpet (10' x 20')	2	\$30 each
	Early Drop Off Fee for Rental Items (Drop off must be scheduled the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli. Drop off items must fit in Caterer's Corner with the exception of a vendor delivery. Drop off may not last more than an hour. No setup may be done during drop off.)	N/A	\$50
✓	<u>A La Carte Space</u>	<u>#Available</u>	<u>Cost</u>
	Caterer's Corner	1	\$50 one time charge
✓	<u>Waiver</u>	<u>Initials</u>	
	I do not wish to use any of these items/services		

Signature_____